

*Rec'd
McInerney
Com*

V. Barfield

3/5/76

F. McInerney

Annual Report and Evaluation

This will acknowledge your note indicating that the above form and/or procedure applies to me.

In note on the form that you as Department head complete Section I and II; then I am to complete Section III, et cetera.

Since Section II relates to a job description, which I do and do Not have, I am requesting that the procedure as specified on the form be followed by you in your capacity as Department Head. I likewise will do so.

f